

San Jose Charter Academy PTO Meeting Minutes



Location: Elem Cafeteria
Feb 10, 2026 @ 6:00PM

Board Attendees:

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Kennya Diaz	P	Teacher/Staff Rep #1	Katrina Gomez / Yvonne Ronquillo	P
Vice President / Fundraising	David Lizarraras	P	Teacher/Staff Rep #2	Dr. Pam Orozco	A
Secretary	Lillia Vazquez	P	Member at Large #1	Susette Thompson	A
Treasurer	Vanessa Galvan	A	Member at Large #2	Alexis Medina	P
Events Coordinator	Jaclyn Wong	P	Member at Large #3	Sitarra Ragland	P
Volunteer Coordinator	Jennifer Martinez	P	Membership / Community Outreach	Kameren Arias	A

Quorum requires 2/3 voting members be present. Non-voting members listed below.

<i>Parliamentarian / SJCA Principal / Superintendent</i>	<i>Erin Shiroma</i>	P	<i>Compliance Chairperson</i>	<i>Brian Nakamura</i>	A
			<i>SLC Chairperson</i>	<i>Miriam Farias</i>	P
<i>Volunteer Chairperson</i>	<i>Nicole Valdovinos</i>	A	<i>Fundraising Chairperson</i>	<i>Vanessa Flores</i>	P

I. Call to Order

- Time: 6:15 pm
- Number of parents/staff in attendance: **#2**
- Quorum present: **Yes**

II. Approval of Previous Minutes

- Review minutes from previous meeting - **January 12**
Jan-12-2026 PTO Minutes MONTHLY OPEN Session
- Motion to approve: Alexis Medina
- Seconded by: Jennifer Martinez
- Result: **Approved**

III. Reports

- President Update:
 - PTO Nominations are open.** We encourage all SJCA PTO members to consider nominating themselves for one of the following 2-year term positions:



- Events Coordinator
- Volunteer Coordinator
- Member and Community Outreach Coordinator
- Member-at-Large # 2/Fundraising
- Interested candidates please **submit a Self-Nomination Google Form** that is in the PTO Nominations ParentsSquare post or email us at pto@sjcharter.com.

- **Election Timeline**

Nomination Period: February 4, 2026 – March 6, 2026

Voting: March 23, 2026 – March 27, 2026 (via ParentSquare)

Ballots Counted: April 8, 2026

Winners Announced: April PTO Meeting April 13th

- Vice President Update:
 - 3/14 @6pm Ontario Reign vs Coachella Valley Firebirds \$28 for ticket, hotdog and drink.
 - Spring See's Candy 2/15-3/15 online sales information will be posted on Parentsquare.
 - **Panda Express Fundraiser**

 **When:** Tuesday, February 17, 2026 (**ALL DAY**)

 **Where:** Panda Express locations nationwide

 **How:** Online orders only (pickup or delivery)

 How to Participate:

1. Order online at www.pandaexpress.com or through the Panda Express App
2. Enter **Fundraiser Code: 9012125** at checkout
3. Enjoy your meal and celebrate Lunar New Year while giving back!

♥ **28% of all qualifying sales** will be donated directly to the SJCA PTO to support our students and school programs.

<https://www.community-fundraiser.com/virtual-fundraiser/events/promotion/s/266ae13c-a10d-653b-35a1-3651d93f8216/en/landing>



■ Treasurer Update:

JANUARY 2026 FINANCIAL SNAPSHOT	
Total Deposits	\$ 57.36
Total disbursements	\$ (17,181.06)
Primary Checking Account	\$117,291.99
Secondary Checking Account	\$322.78
Total Balance	\$117,614.77

CHECK DATE	CHECK #	PAYEE	DESCRIPTION	EXPENSE AMOUNT	CHECK TOTAL
JANUARY CHECK DISBURSEMENTS					
1/6/26	1604	Jaclyn Wong	PTO Supplies	\$ 109.51	\$ 109.51
1/6/2026	1605	Jaclyn Wong	November Pastries w/Parents	\$ 577.22	\$ 577.22
1/9/2026	1606	David Lizarraras	Fun Run Fundraiser	\$ 329.09	\$ 329.09
1/9/2026	1607	David Lizarraras	Fun Run Fundraiser	\$ 89.03	\$ 89.03
1/23/2026	1608	Monica Hjar	December 2025 Bookkeeper Fees	\$ 332.58	\$ 332.58
				\$ 1,437.43	\$ 1,437.43

■ Secretary Update:

- Sign-in
- Free Dress Passes - Good for next Tuesday 17th

■ Membership Update:

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■ Volunteer Coordinator Update:

- We are looking for volunteers with law enforcement or medical backgrounds as well as general volunteers to support our carnival. Look out for ParentsSquare posts.

■ Events Coordinator Update:

- **The Carnival Countdown Begins!**

Mark your calendars! Our School Carnival is coming **March 20th (3:30–7:00 PM)**, and we're kicking things off in style.

A massive thank you to our amazing Decor Committee! They've been working hard decorating and getting the kiddos pumped up for the big event. The cafeteria looks incredible!

Next **Friday, February 20th**, is our **Spirit Day Kickoff!** Let's flood the campus with color: **TK–1st: Red | 2nd–3rd: Green | 4th–5th: Yellow | 6th–8th: Black | Staff/Parents: White/Silver**



Wristband presales open that same day!

Ways to Support:

- **Wristband Presale:** Purchases open **February 20th**.
- **Vendors Wanted:** If you are interested in being a vendor, please contact us for details.
- **Join a Committee:** Our teams (like our fabulous Decor Committee!) are looking for more helping hands. We will welcome you with open arms!
- **Parliamentarian/Principal Update:**
 - All applications for incoming TK/K due next Friday 20th
 - High number of sibling priority requests for TK
 - Get forms in quickly
- **Teacher/Staff Update:**
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- **Members at Large Update:**
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- **SLC Chairperson Update:**
 - SLC week will require support from parents of 3rd, 4th, and 5th graders to help with snacks for the teachers and if they can donate some items. A list will be sent to the lead parents of those grade levels to collect donations from their classrooms.
 - Any questions please feel free to ask.
- **Compliance Chairperson Update:**
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- **Fundraising Chairperson Update:**
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- IV. Old/Unfinished Business:**
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- V. New Business to be brought before the board:**
 - Parent suggestion:
 - Fundraising idea - "Build a Bear" style Shark - Will email info to VP
- VI. Adjournment:**
 - Meeting adjourned at: 6:31 PM
 - Date of next meeting: **Monday, March 9, 2026 at 6pm**
 - All meetings will be the 2nd Monday of each month unless otherwise stated.